

# People Dancing Higher Education Member

DBS Check application Checklist



## Your DBS check will not be processed without this completed checklist

Applications are kept unopened in our safe until processing. To check it has been received by us, check your Royal Mail tracking ref. online or **write your name or initials on the back of the envelope before posting** then call us on 0116 253 3453 to check that it has arrived.

Applicant name .....

Position/job title .....

Institution name: .....

Member no:

**Workforce.** Your DBS certificate will indicate work within the Child Workforce. If you work with vulnerable adult groups frequently and unsupervised, please tick here for both Child and Adult Workforce:   
If unsure, contact your employer.

**Indicate payment and postal options for return of documents.** If using the Post Office Identity Document Checking Service, do not add return postage amount to total

| Membership Type         | DBS & admin fee              | Total amount<br>(inc. £4 Signed for Delivery) | Total amount<br>(inc. £8 Special Delivery) |
|-------------------------|------------------------------|---|--|
| <b>Higher Education</b> |                              |   |  |
| Paid position           | £59 <input type="checkbox"/> | £63 <input type="checkbox"/>                  | £67 <input type="checkbox"/>               |
| Volunteers              | £15 <input type="checkbox"/> | £19 <input type="checkbox"/>                  | £23 <input type="checkbox"/>               |

If using ONLY Route 2 identity documents, please add £10 for an External Validity Check

Cheque enclosed for: £ ..... (Payable to Foundation for Community Dance)  
If unable to pay by cheque, please call us on 0116 253 3453 to pay by debit/credit card prior to sending your application to us.

I have paid the amount of £ ..... over the phone by card on:   /   /

**Privacy Policy - Enhanced checks declaration**  
I have read the Privacy Policy for applicants <https://www.gov.uk/government/publications/dbs-privacy-policies> and I understand how the DBS will process my personal data and the options available to me for submitting an application:

Signed: ..... Date: .....

Return this checklist along with DBS form, documents and payment using the address label enclosed or send to: Private and Confidential, Shelley Trevelyan, People Dancing, LCB Depot, 31 Rutland Street, Leicester LE1 1RE.